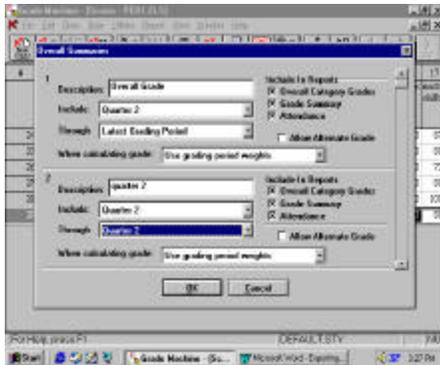


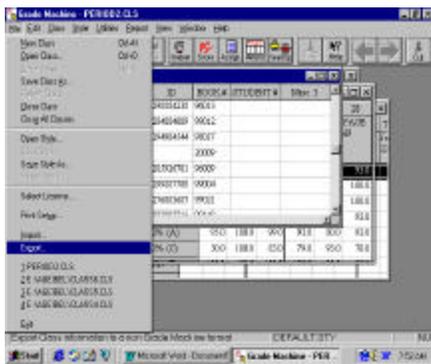
Exporting Grades from GradeMachine



From the “class” menu, choose “overall summaries.”



Make sure that the description reflects the quarter you are exporting. The “include” box should have that quarter entered into it as well as the “through” box. Select “ok.”

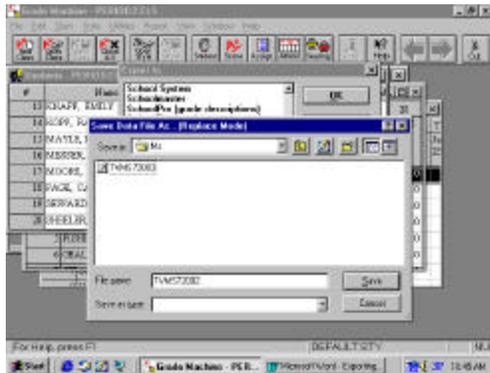


Open a class. From the “file” menu choose “export”



If you are a high school teacher, choose “quarter 1”, or the appropriate quarter for the grading period you are exporting grades for.

If you are a middle school teacher, choose “tvms_qt1” or the appropriate quarter for the grading period you are exporting grades for. Select “ok.”



In the following box, if you are a high school teacher, select “hs” if you are a middle school teacher, select “ms.” Make sure your selection appears in the text box at the top of the page.

DO NOT change the name of the file in the “file name” box. Just select “save” to save the class with the name that already appears.

Repeat these steps for each class that you are exporting.